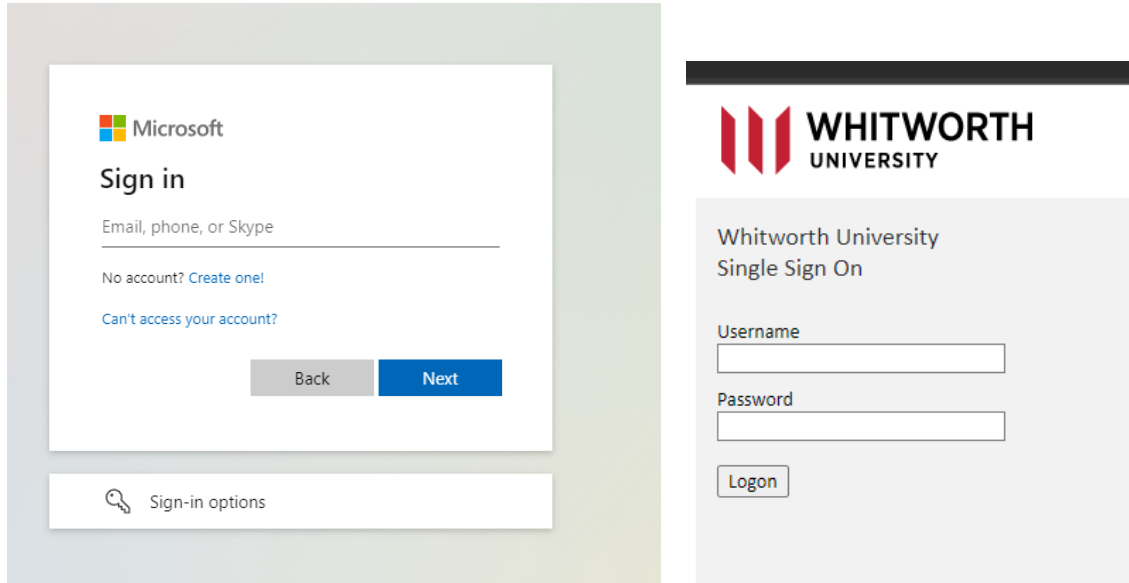


## Alumni Email for Life: Login Instructions

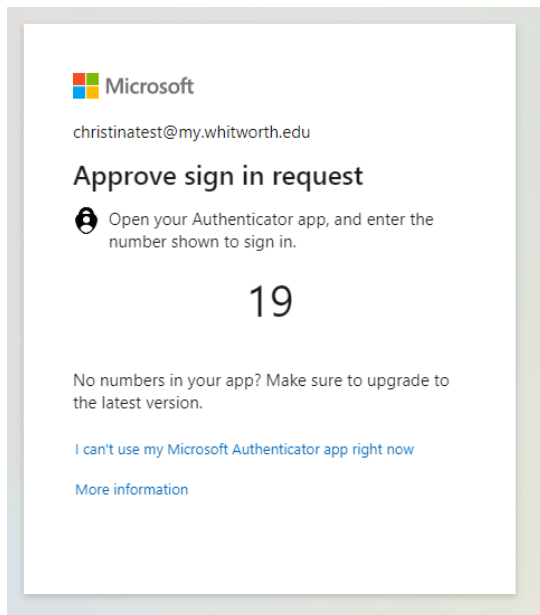
Go to the O365 login portal and enter your full email address. You'll be redirected to our SSO login page, where you can enter your username and password.



The left screenshot shows the Microsoft Sign in page. It features the Microsoft logo, the text 'Sign in', and a field for 'Email, phone, or Skype'. Below this field are links for 'No account? Create one!' and 'Can't access your account?'. At the bottom are 'Back' and 'Next' buttons. Below the main form is a 'Sign-in options' section with a key icon.

The right screenshot shows the Whitworth University Single Sign On page. It features the Whitworth University logo, the text 'Whitworth University Single Sign On', and fields for 'Username' and 'Password'. Below these fields is a 'Logon' button.

You'll receive a prompt on your authenticator app—enter the two-digit code shown and click **Yes** to complete the login. You'll then be signed in to your O365 account.



The screenshot shows the Microsoft 'Approve sign in request' page. It features the Microsoft logo, the email address 'christinatest@my.whitworth.edu', and the title 'Approve sign in request'. Below the title is a large two-digit code '19'. The instructions state: 'Open your Authenticator app, and enter the number shown to sign in.' At the bottom, there are links for 'I can't use my Microsoft Authenticator app right now' and 'More information'.